

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
January 6, 2014**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH LACASSE, SELECTMAN

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Chief John Velleca, John Houle, Jennifer Posteraro, Alexander G. Gatzoulis, Jan Snyder, Tim Redmond, Ike Shepard, Bill Anderson, Finance Committee, Matt Whitlock, Finance Committee, Rochelle Pitkaniumi, Finance Committee, Keith C. Allberg, Finance Committee, Kate Cloud, Finance Committee, Tina Connor.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes, Selectman Leary – yes, Selectman Lacasse – yes. Passed 5-0-0

The Board interviewed a potential part time records clerk for the police department as well as a potential candidate to perform prosecutorial work.

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 7:08 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes, Selectman Lacasse – yes. Passed 5-0-0

Chairman Clow called the meeting to order at 7:09 PM.

APPOINTMENTS:

Selectman Leary moved to hire Jennifer Posteraro as the Part Time Records Clerk for the Weare Police Department with a starting wage of \$12.91/hour; Selectman Lacasse seconded the motion. Passed 5-0-0.

Selectman Lacasse moved to approve the prosecutor agreement with Alexander Gatzoulis for one year beginning January 1, 2014 to December 31, 2014 for the sum of \$66,048 annually; Selectmen Leary seconded the motion. Passed 5-0-0.

PUBLIC COMMENT: (none)

REVIEW 2014 TOWN BUDGET W/FINANCE COMMITTEE:

Chairman Clow welcomed the Finance Committee members. Everyone present was given the latest printout from Finance Administrator Tina Connor. Chairman Clow stated that he would like to proceed down through the budgets one at a time and explanations were given for any notable decreases and increases. Chairman Clow informed the Finance Committee to feel free to ask any questions along the way. There were a couple of items that will be revisited again at the end of this process. The first was the Highway-Vehicle/Fuel. Town Administrator Naomi Bolton asked Tim Redmond, Public Works Director to address this issue. Currently the

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2013 expenses show \$123,000 and they are only budgeting \$108,000 for 2014. He feels it should be looked at again and possibly increased particularly due the amount of fuel they have used in the past couple of weeks. The Board agreed to give this line a second look before finalizing the numbers. Street Lighting was level funded and it was noted that it should be increased the same 3.2% as all the other PSNH bills across all budgets. The Board agreed to that change. At the end of the Budget review the Board agreed to discuss the Highway vehicle fuel next week. Revenues were discussed next. Vice Chairman Butt questioned why a couple of the revenues were underestimated. He has a concern with that. Finance Administrator Tina Connor stated that she gave each department a revenue sheet and asked them to supply the projected revenue for next year. She did not ask any questions, she input what was given to her. Vice Chairman Butt had an issue with that and felt that it should have been scrutinized particularly when the 2013 revenue was considerable higher. Finance Administrator Connor stated that she will go back to the tax collector and the town clerk for clarification. The flood money appeared to be lower than the Board remembered. That will be double checked as well. Chairman Clow explained that we have not completed the warrant articles yet, so we don't have them ready for tonight so we will have to meet a second time.

DEPARTMENT HEAD AND COMMITTEE ITEMS:

Tim Redmond, Public Works Director was present. Mr. Redmond explained that another long time DPW employee Matt McLain will be leaving to go to Henniker for more pay and better benefits. He felt that the Board needs to take a serious look at the wages because in the past three years he has lost ten employees, one to Dunbarton and two to Henniker for better wages and benefits. He has placed another ad in the paper and will begin the hiring process. During the last hiring process he had two very qualified experienced drivers but when they were told of the starting wage they withdrew from the process and he has letters from both individuals if the Board would like to see them. Chairman Clow stated that DPW workers are a union and everything has to be done thru the bargaining process. Mr. Redmond stated that he would be willing to do a wage survey from surrounding towns if the Board would be interested in looking at it. The Board stated that they would be interested in that survey. Selectman Lacasse also asked Mr. Redmond if he could provide the costs for hiring a new employee.

Second, Mr. Redmond wanted to let the Board and the residents know that this week he has deemed it Public Works Week and he is hosting an open house all week, Tuesday, January 8th through Saturday, January 11th from 8 AM to 3 PM. On Saturday, January 11th there will be a touch a truck with refreshments being served. It was supposed to go on the web and Channel 6, he will double check on that.

Lastly, Mr. Redmond the new DPW garage plans will be on display. These are changed plans from last year. Mr. Redmond looked at the deliberative session minutes from last year and had new plans made to address the concerns expressed by all those present. The new plan includes a fire suppression system after checking with how the replacement of our vehicles would occur with our insurance company if a fire was to occur. He has enlarged the footprint by forty feet which would allow for a small amount of growth. A ventilation system is included per Department of Labor safety regulations. He encouraged everyone that delivers their trash to the Transfer Station to stop by and look at the building.

MANIFESTS

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated January 9, 2014. Passed 5-0-0

Accounts Payable	\$176,596.00	
Add'l Accts. Payable	\$ 1,351.62	
Gross Payrolls	<u>\$ 50,034.43</u>	(Includes taxes, credit union)
TOTAL	\$227,982.05	

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Also, to order the Treasurer to sign payroll checks dated January 16, 2014. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

Town Administrator Bolton indicated that we still need to have a discussion regarding the check for Hillsboro Ford for the new cruiser that was not signed in the last manifest. A concern was raised by Treasurer Jan Snyder that there is not enough money in the PD Special Detail Revolving Fund, which is why she did not sign the check. Ms. Snyder explained that according to her records there is only \$6,026.92. Finance Administrator Tina Connor stated that she tracks the revolving funds differently because she knows what is billed and what is expected to be received, so the number that she gave the board includes receivables due to the Town. This is handled just like the ambulance billing that is paying for the EMT's. Once the funds have been received a voucher will be completed for the Board to sign and have the funds transferred. There is \$26,813 (including cash and receivables) in the PD Special Detail Revolving Fund to be used for a cruiser. The Town received a check from Primex for \$21,450 for the totaled cruiser. The total cost of the replacement cruiser is \$49,441. There is not enough between the two sources to pay the total cost, so the shortage will be coming from the operating budget to purchase the replacement cruiser. The Board felt that it was not necessary to make a motion to purchase the cruiser because that motion was made when the manifest was approved, but to get final action a motion was made.

Chairman Clow moved to purchase a 2014 Ford Explorer Intercept police cruiser with all necessary accessories for \$49,441, Selectman Lacasse seconded the motion. Passed 5-0-0.

MEETING MINUTES

December 30, 2013 Minutes - **Chairman Clow moved, Selectman Lawton moved to approve the minutes of December 30, 2013 as amended. Passed 5-0-0**

REVIEW 2014 TOWN WARRANT

Town Administrator Bolton gave the Board a new draft warrant with placeholders for a lot of the articles as numbers have not yet been finalized. The Board discussed the purchase of the new ambulance, was it going to be done in one year or did the Board want to get further information regarding lease purchases. After some discussion the Board felt it would be put on to be purchased in full and use any funds available in the special revenue fund to offset the cost.

Selectman Lawton was concerned about the weekend coverage that is being proposed by the Fire Department being put in the operating budget and not a warrant article for everyone to vote on. He felt that having it in the operating budget it would not get the discussion that would happen if it was a separate article and he felt it needed to be discussed and the residents should know. The Board discussed whether it should or should not be in the operating budget.

Selectman Lawton moved to have the \$25,004 that represents the cost of providing weekend coverage for the Fire Department onto a separate warrant article for the Town Warrant, Selectman Lacasse seconded the motion. Chairman Clow stated that he was in favor of leaving it in the operating budget because it will be mentioned and discussed during the operating budget article. Vice Chairman Butt is in favor of leaving it in the operating budget because it will be explained that the increase is for providing weekend coverage. Selectman Lacasse stated that he felt a separate warrant article prompts more of a discussion. Selectman Leary stated that he felt it should go in the operating budget. Vote: 2 in favor (Lawton, Lacasse), 3 opposed (Butt, Clow, Leary), so it will remain in the proposed operating budget.

Before finalizing the warrant articles and putting in the numbers for the budget, the Board needs to revisit the vehicle fuel line and the health insurance line. The Board would like to do that next week, due to the fact that negotiations have not yet been completed and this is part of the packages.

ADMINISTRATIVE REPORT

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Town Administrator Bolton asked for clarification on the encumbered FEMA funds acted upon last week. The Board received an email from Representative Kurk on unanticipated funds and if the Board is going to spend the funds a public hearing needs to be held to discuss and approve how the funds are going to be spent. Vice Chairman Butt stated that he is in favor of spending it but not on a backhoe and his reasoning is because the CIP did not recommend purchasing this year. Selectman Lacasse stated that he is opposed to the funds not being spent on the storm and he feels that the funds should go back to the general fund. Chairman Clow stated that during the public hearing it is going to be stated what the funds are going to be spent for. Chairman Clow polled the board to see if there is support to hold a public hearing for the expenditure. The consensus was to hold the public hearing.

There was an agreement for tax deed lien searches in the sign folder that needs Board approval before signing. **Selectman Leary moved to approve the Jane Sanders Searches Contract for tax deed lien researches with a cost not to exceed \$3,336.96, Selectman Lacasse seconded the motion. Passed: 5-0-0.**

Website – Virtual Towns and Schools – The website is ready to be viewed by the board. Some of the Board members have reviewed it and have concerns and comments but would like to have this discussion as an agenda item on a future agenda.

Government Building & Maintenance Projects:

- Town Hall Doors – Construction is coming along. Paint is in, doors have been hung and the temporary front steps are done.
- Town Hall Heat – this past weekend there was an issue with the heat at the Town Hall and the pipes froze. Once the building was thawed out the valve and the expansion tank on the furnace let go. Scott Dinsmore was gracious enough to get everything back running by noon time on Saturday. He indicated that the boiler is on borrowed time so he is working on a quote to get to me to be included with the asbestos quote and generator quote for an amount to be added to the capital reserve fund for the upcoming warrant. That number is not available this evening.

Cemetery Sexton - (need one for January 1, 2014) – Janet Brown has found someone to be the sexton and suggested that he meet with Don Rogers to make sure he fully understands the position.

CBA Negotiations – Scheduled for:

Police – no date set - TBD

Highway – no date set – TBD

Purchase Order Module – Vendors letters are going out of the office tomorrow with an effective date of Monday, January 20, 2014. Instructions will be handed out to all departments.

Contract for Police Chief – needs to be completed and public hearings need to be held

RFP for Ambulance Billing – This has been put out with a due date of January 8, 2014

Mutual Aid Agreements with Goffstown and Hopkinton – The mutual aid agreement with Goffstown has been returned for their signatures. I have emailed Hopkinton Town Administrator Neal Cass for further information. Once received it will be passed onto the Board.

Public Hearing for 2014 Operating Budget and Bond articles will be Monday, January 20th at 7 PM – deadline for posting this hearing is January 13th.

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NON-PUBLIC SESSION:

Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 10:30 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes, Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 10:40 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary